 **Trips and Outings Policy and Procedure**

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| **Requirement 3.65 states that:** children must be kept safe while on outingsproviders must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards, the assessment must include consideration of adult-to-child ratios.**Requirement 3.25 states that:** one person who has a current paediatric first aid certificate must accompany children on outings. |

**Trips and Outings Policy and Procedure**

At Smart Steps Nursery we recognise the importance of trips and outings and encourage children to participate in planned or spontaneous trips and outings in order to enhance the opportunities provided. All policies and procedures that are implemented throughout Smart Steps Nursery must continue to be implemented whilst on the trip/outing in addition to the procedure set out below.

**Procedure:**

• The Nursery Manager and the Deputy must be informed and oversee the organisation of any trip/outing.

• All parents should be well informed of the trip/outing and be provide with plenty of notice and detail if a big trip is planned, however if a spontaneous trip is planned staff will revert to the outings consent form for parents.

 • Written consent from the parents must be obtained for every child prior to them attending and trip/outing, this can be found on the outings consent form prior to joining the nursery. A minimum of two emergency contacts must be provided by the parent on the consent form. Nursery registers must be taken on ALL outings.

• The Room Leader/Deputy or a member of the Nursery Management team must attend the trip/outing and be present during the whole outing.

 • At least one qualified first aider (this is dependent on the size of the group) must be always present.

 • A first aid kit must be taken on the trip.

• Staff and children’s medication must be taken on the trip/outing (where necessary) The staff complete the outing form which states medication to take on the outing. Please note that this policy discourages the splitting of the whole group, therefore if this occurs it should be treated as two trips.

There are no set ratios stated in the statutory welfare requirements during outings: however, the following must be adhered to (at the very minimum):

 • 0-3 years: one adult – two children

 • 3-5 years one adult – four children

Please note the above ratios may need to be reduced depending on where the children are visiting and the route that they are taking.

A risk assessment will determine this and this is completed before the trip/outing commences.

• All dietary requirements must be adhered to, and a full list of these requirements must be taken on the trip/outing

• Food and drink must be provided at similar times to those at Nursery and drinks should be offered throughout the day. Staff must also be provided with food and drink.

• All medical needs must be adhered to during the trip/outing and all medication must be taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children.

 • Nappies, wipes, spare clothes etc. must be taken for those children who need them and the Nursery nappy changing, and intimate care procedures must be followed at all times.

• The person in charge on the outing must take a mobile and ensure it is fully charged and has sufficient credit, with telephone numbers of the nursery as well as the mobile numbers of the owners. Staff must not take their personal mobile phones with them.

• The Nursery camera/tablet must stay with the person in charge of the trip/outing. In the event that the camera/tablet is lost, this must be reported immediately, and the parents will be informed when they collect their child.

 • All children must be provided with adequate clothing, and wear a high-visibility jacket

 • All adults must be provided with a list of children attending the trip and the specific group that they oversee. The list must also contain any specific details relating to those children (medical/diet etc).

• A regular head count should be conducted and recorded throughout the trip/outing.

 • A central meeting point must be arranged if the group needs to be split at any point.

• All policies and procedures should be adhered to whilst on the trip/outing.

• A thorough trips and outings Risk Assessment must be completed by the person organising the trip and checked by the Nursery Manager or Deputy Manager.

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| Policy was adopted by Georgie Dakin on 6th October 2021 for smart steps nursery  |

Reviewed by: - Kadie Chilton– Nursery director

Date: - 6th October 2021

Review date: - This policy will be reviewed every 6 months, unless there is any change to legal requirements & legalisations